

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **August 13, 2002**

AGENDA ITEM NO.: **5**

CONSENT:

REGULAR: **Work Session**

CLOSED SESSION:

ACTION:

INFORMATION: X

(Confidential)

ITEM TITLE: **Composition of Lynchburg Regional Airport Commission**

### RECOMMENDATION:

Determine if the existing composition of the Lynchburg Regional Airport Commission needs to be changed

### SUMMARY:

Vice Mayor Dodson requested at the July work session that this item be scheduled for discussion at the August work session.

### PRIOR ACTION(S):

October 23, 1990: City Council established the Lynchburg Regional Airport Commission

### BUDGET IMPACT:

None

### CONTACT(S):

Pat Kost 847-1443/228  
Kim Payne 847-1443/223

### ATTACHMENT(S):

- City Code Sections Relating to the Regional Airport Commission
- Membership List

### REVIEWED BY:

(d) Aircraft sales: Maintain a contractual affiliation with at least one major producer of aircraft to offer for sale ~~an~~ adequate inventory of such aircraft. Adequate sales personnel ~~should~~ be employed, trained specifically and employed directly in aircraft sales to include aircraft ~~financing~~, etc. (Code 1959, § 3-9)

**Secs. 9-39-9-49. Reserved.**

### **ARTICLE III. REGIONAL AIRPORT COMMISSION**

**Sec. 9-50. Establishment.**

There is hereby established a Regional Airport Commission to assist the city in planning, organization, direction and administration of the Lynchburg Regional Airport. (Ord. No. o-90-321, 10-23-90, eff. 1-1-91)

**Sec. 9-51. Appointment.**

The commission shall consist of nine (9) members, all of whom shall be appointed by the Lynchburg City Council and none of whom may be elected representatives of the Commonwealth or any political subdivision thereof. Three (3) commission members shall be appointed to represent the Central Virginia region, including the City of Bedford as well as the counties of Amherst, Bedford, Campbell and Appomattox and shall be either private citizens or business persons who have an aviation background or who represent businesses that rely heavily on the airport. Five (5) commission members shall be residents of the City of Lynchburg who are representatives of aviation interests or major users of the airport or the citizenry in general. The final or ninth (9th) commission member shall serve at the pleasure of the Lynchburg City Manager as his designated representative. The City's Airport Manager shall attend all commission meetings in order to keep the commission advised of the status of day-to-day operations at the airport as well as future airport planning and service-related issues; however, the Airport Manager shall not be empowered to act or vote as a member of the commission.

The Lynchburg City Council shall appoint a Chair and a Vice-chair from among the commission members. (Ord. No. O-90-321, 10-23-90, eff. 1-1-91)

**Sec. 9-52. Term of office.**

Initially, three (3) commission members shall serve for one (1) year, three (3) commission members shall serve for two (2) years and two (2) commission members shall serve for three (3) years. Upon expiration of the terms of each of the original commission members, all appointments shall be made for terms of three (3) years. The City Manager's representative should serve for an indefinite term.

If any commission member is absent without cause for ~~three~~ consecutive meetings or is absent for four meetings in any twelve (12) month period, that member's position shall be deemed vacant.

Vacancies occurring in the membership of the commission shall be filled for the unexpired term in the same manner in which original appointments are made.

Members of the commission shall serve without compensation. (Ord. No. C-90-321, 10-23-90, eff. 1-1-91)

**Sec. 9-53. Responsibilities.**

The commission shall have the responsibilities as follows:

- (a) Assist the City in marketing the airport through airport marketing programs.
- (b) Work with air carriers to provide additional air service or to improve existing air service

(c) Consider the introduction of new technology to the airport such as automated weather-reporting systems or radar.

(d) Assist the City generally in determining the future needs of the airport for the purpose of recommending the consideration of improvements.

(e) Make recommendations on such matters as lease fees, selling and/or leasing surplus airport property and airport maintenance operations.

(f) Conduct research and operational planning to assist the City in planning for the expansion of the airport and to meet aviation needs.

(g) Endeavor to raise the consciousness of area citizens, businesses and elected officials in Central Virginia regarding the airport and its role as an important regional resource.

(h) Make recommendations to the City Manager for his consideration in adopting Rules and Regulations pursuant to Section 9-6 of this Chapter. (Ord. No. O-90-321, 10-23-90, eff. 1-1-91)

**Sec. 9-54. Procedure.**

The commission shall adopt rules and bylaws for conducting its affairs, consistent with ordinances of the City of Lynchburg and general laws of the Commonwealth, and shall meet at regular intervals, to be determined by the bylaws. (Ord. No. O-90-321, 10-23-90, eff. 1-1-91)

**Sec. 9-55. Quorum.**

For the conduct of any meeting and the taking of any action, a quorum shall not be less than a majority of all members of the commission, (Ord. No. O-90-321, 10-23-90, eff. 1-1-91)

**Sec. 9-56. Records and reports.**

The Airport Manager shall act as secretary for the commission and shall make a detailed record of all of its proceedings, which shall set forth the reasons for its decisions, the vote of each member participating therein, the absence of a member, and any failure of a member to vote.

The commission shall render to the City Council, in writing, an annual report on the affairs and transactions of the commission during the preceding year. (Ord. No. o-90-321, 10-23-90, eff. 1-1-91)

38-LYNCHBURG REGIONAL AIRPORT COMMISSION-Council Appointment-3 year term ending 12131

MAXIMUM SERVICE: Three terms per R-79-297

PURPOSE: To assist the city in planning, organization, direction and administration of the Lynchburg Regional Airport.

NUMBER OF MEMBERS: 9 (3--residents/Central VA Region; 5--city residents; 1--City Manager/designee)

Term(s)

Dr. John M. Borek, Jr.  
228 Ivy Lake Drive  
Forest, VA 24551  
(Bedford County resident)

12/12/00 – 12/31/03

Dr. Jasper T. Cabell  
102 Stonehouse Drive  
Lynchburg, VA 24502  
(City resident)  
(Ward 3)

12/14/99 – 12/31/02

Mr. Gillian M. Cobbs  
3220 Elk Street  
Lynchburg, VA 24503  
(City resident)  
(Ward 1)

12/08/98 – 12/31/01  
12/11/01 – 12/31/04

Mr. W. Calvin Falwell  
3900 Campbell Avenue  
Lynchburg, Va 24501  
(City resident)  
(Ward 2)

12/12/95 12/31/97 unexp  
01/13/98 - 12/31/00  
12/12/00 – 12/31/03  
Not eligible per R-79-297

Mr. William V. Giles, Jr.  
1050 Greenway Court  
Lynchburg, VA 24503  
(City resident)  
(Ward 1)

12/12/00 – 12/31/03

Mr. R. David Laurrell  
County Administrator  
P. O. Box 100  
Rustburg, VA 24588  
(Campbell County resident)

06/26/01 – 12/31/01 unexp  
12/11/01 – 12/31/04

Mr. Charles S. Nowlin, Jr  
Chairman (12/14/99)  
1207 Greenway Court  
Lynchburg, VA 24503  
(City resident)  
(Ward 1)

01/13/98 12/31/99 unexp  
12/14/99 – 12/31/02

Mr. L. Kimball Payne, III  
City Manager

04/10/01 - Indefinite

Mr. Kerry D. Scott  
Vice Chairman (12/14/99)  
346 Edloe Lane  
Amherst, VA 24521  
(Amherst County resident)

12/12/95 - 12/31/98  
12/08/98 – 12/31/01  
12/11/01 – 12/31/04  
Not eligible per R-79-297